



## **RECRUITMENT**

### **U.S. EMBASSY, TEL AVIV**

**ALL CANDIDATES MUST FOLLOW THE INSTRUCTIONS FOR APPLYING AND READ THE "OTHER INFORMATION SECTION" TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION.**  
**ANNOUNCEMENT NUMBER: 12-016**

<b>OPEN TO:</b>	<b><u>ALL INTERESTED CANDIDATES</u></b>
<b>POSITION TITLE/GRADE:</b>	CULTURAL AFFAIRS ASSISTANT – PSA-9
<b>OPENING DATE:</b>	MARCH 21, 2012
<b>CLOSING DATE:</b>	APRIL 4, 2012
<b>WORK HOURS:</b>	40 HOUR WORK WEEK WITH SOME IRREGULAR HOURS AND WEEKEND AND HOLIDAY WORK

#### **BASIC FUNCTION OF THE POSITION:**

This position is located in the Public Diplomacy section at the American Embassy in Tel Aviv. The incumbent is responsible for development and implementation of programs related to civil society in Israel to promote peaceful coexistence between different communities of Israel's multicultural society. Liaises with a broad range of NGOs and community organizations working in this field.

#### **QUALIFICATION REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A university degree in the humanities, social sciences, law, public policy, or similar field is required.
- Three to four years of progressively responsible experience working on projects and programs affecting civil society in Israel, including at least two years working with a major NGO or international grants organization. Must have relevant experience related to the Arab community and/or the religious community in Israel.
- Fluency in English, Hebrew and working knowledge of Arabic. Excellent English writing skills are required.
- Knowledge of Israeli society, politics, and culture, especially of Israel's many different ethnic and religious communities and how these communities interact within society at large. The incumbent must have personal contact and knowledge of key figures in Israel's government, NGOs, the Arab and other minority communities throughout the country. Good knowledge of American society, politics and culture is also required. Familiarity with U.S. Mission objectives in Israel is necessary.
- Must be familiar with reviewing grants proposals and have the skills to ascertain whether grantees are meeting their objectives.
- Must have solid computer skills, knowledge of Internet and Microsoft Office applications, and be familiar with social media tools.

**UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED**

## **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. (As required): The candidate must be able to obtain and hold a security clearance.

## **HOW TO APPLY:**

- Submit the Universal Application for Employment DS-174 or a Curriculum Vitae by fax: 972-3-519-7605 or via email: [telavivemp@state.gov](mailto:telavivemp@state.gov) or mail U.S. Embassy, Human Resources Office, 71 Hayarkon St., Tel Aviv, Israel.
- To apply using the [DS-174](#) form you must download the form onto your personal computer and send using one of the methods described above.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- U.S. citizens must be 18 years of age or hold a high school diploma to be eligible for consideration.
- Israeli citizens must be 18 years of age to be eligible for appointment.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will be disqualified.
- If college education is a requirement for the position, a transcript is required.

**OTHER INFORMATION:**

- In order for U.S. citizens to be considered for employment, proof must be provided with their application, of their Israeli citizenship, work permit and/or legal status in Israel.
- Former U.S. military members (up to rank of Major) who claim Veteran preference may receive preference if found qualified for the position. Copy of DD-214 must be provided.
- Eligible Family Members of USG direct hire employees receive preference if found to be among the best qualified.
- Candidates are subject to testing for language, computer or other position related skills.

**POINT OF CONTACT:**

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Recruitment Program  
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**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive \ USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Israel provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.